

Creating a good ergonomic working arrangement is important to protecting your health. It is about setting up your environment to suit you, and not the other way round.

To help you fit your environment, we have a checklist for seven common areas at your desk workspace. To use this checklist, simply check to see if the item on the left is in place. If not, then take the associated steps on the left to help achieve your preferred setup.

For example with the Chair checklist. Is your "elbows at 90° with forearms parallel to the floor when keyboarding". If not, then "raise or lower chair, workstation and keyboard height."

However, every situation is different, and if you can't seem to get your arrangement to feel right or you are confused about some of the following recommendations feel free to give us a call.

Core Concepts Centres:

T: 6226 3632

F: 6226 3571

[www.CoreConcepts.com.sg](http://www.CoreConcepts.com.sg)

6 Raffles Quay,

#11-01

Singapore 048580

80 Marine Parade Road,

#08-04 Parkway Parade,

Singapore 449269

(office tower)

238 Thomson Road,

#03-32 Novena Square

Singapore 307683

360 Orchard Road,

#05-07 International Building

Singapore 238869

1 Maritime Square, #09-21

Harbourfront Centre, S099253

1 George Street, #05-05

Lobby C, S049145

## Chair - Preferred Setup

1. Elbows at 90° with forearms parallel to the floor when keyboarding	<ul style="list-style-type: none"> <li>• Raise or lower chair, workstation and keyboard height</li> </ul>
2. Thighs parallel to the floor	<ul style="list-style-type: none"> <li>• Add or subtract footrest</li> </ul>
4. Adequate back support	<ul style="list-style-type: none"> <li>• Adjust chair back</li> <li>• Obtain proper chair and lumbar roll</li> </ul>
5. Shoulders relaxed and level	<ul style="list-style-type: none"> <li>• Adjust or eliminate armrests</li> </ul>
6. Two inch space between back of knee and front edge of seat pan	<ul style="list-style-type: none"> <li>• Use foot rest</li> <li>• Obtain chair with shorter or adjustable seat pan</li> </ul>

## Desk - Preferred Setup

1. Seated elbow height equals desk height	<ul style="list-style-type: none"> <li>• Raise or lower chair and desk height</li> </ul>
2. Adequate space:	<ul style="list-style-type: none"> <li>• Organize desk surface and remove clutter on and under desk</li> </ul>
- items used most often should be within an arm length or reach envelope area	<ul style="list-style-type: none"> <li>• Arrange other furniture and equipment (e.g., cabinets, printers) to minimize body twisting</li> </ul>
- items used less frequently can be placed outside of the reach envelope area	<ul style="list-style-type: none"> <li>• Arrange or eliminate furniture and equipment to create adequate space</li> </ul>
3. Minimal reaching above shoulder	<ul style="list-style-type: none"> <li>• Stand to reach overhead items</li> <li>• Place frequently used items on desk within easy reach</li> </ul>
4. Minimal reaching below shoulder	<ul style="list-style-type: none"> <li>• Raise items</li> <li>• Use proper body mechanics to prevent and correct problems related to posture</li> </ul>

## Keyboard Posture - Preferred Setup

1. Relaxed arm position during keyboarding (elbows at 90°; forearms parallel to floor)	<ul style="list-style-type: none"> <li>• Recheck chair height and raise or lower, as needed</li> </ul>
2. Wrists not flexed nor extended	<ul style="list-style-type: none"> <li>• Lower or remove keyboard tilt</li> <li>• Obtain wrist rest to prevent resting palms or wrists on the edge of desk.</li> </ul>
3. Wrists not bent to either side (i.e., no side deviation)	<ul style="list-style-type: none"> <li>• Review typing skills and habits</li> <li>• Adjust keyboard position to minimize deviation</li> <li>• Obtain different keyboard (e.g., split)</li> </ul>
4. Relaxed fingers and hands	<ul style="list-style-type: none"> <li>• Use light touch</li> <li>• Perform relaxation exercises</li> </ul>
5. Eliminate slouching of upper body	<ul style="list-style-type: none"> <li>• Move closer to keyboard and sit up straight</li> <li>• Perform different activity (i.e., mini break)</li> <li>• Take scheduled breaks</li> </ul>

# Desk Workspace Ergonomic Checklist

## Mouse - Preferred Setup

1. Position of mouse allows for proper arm posture (i.e., arm not extended)	<ul style="list-style-type: none"> <li>• Move chair closer to work surface</li> <li>• Place mouse close to keyboard and at same level (if necessary, obtain longer keyboard tray)</li> </ul>
2. Wrists in neutral posture (i.e., no flexion, extension, nor side deviation)	<ul style="list-style-type: none"> <li>• Recheck mouse placement (i.e., close to keyboard and at same level)</li> <li>• Obtain mouse pad with wrist rest</li> </ul>
3. Full arm motion used when using mouse	<ul style="list-style-type: none"> <li>• Adjust height of arm rests so that proper arm position and movement are not obstructed.</li> <li>• If unable to adjust, armrests are in the way, and arm support is not needed, remove armrests</li> <li>• If added support is needed, obtain armrest(s)</li> </ul>

## Monitor & Doc Holder - Preferred Setup

1. Head in neutral position	<ul style="list-style-type: none"> <li>• Raise or lower monitor (Top of viewing area should be at or slightly below eye level unless screen is viewed through lower part of glasses [bifocals] and neck is extended, then monitor should be lower.)</li> <li>• Orient monitor directly in front of body</li> <li>• Use document holder</li> <li>• Place document holder right beside monitor and at same height as viewing screen</li> </ul>
2. Monitor at arm's length	<ul style="list-style-type: none"> <li>• Adjust distance of monitor</li> </ul>
3. Upper torso relaxed against chair backrest	<ul style="list-style-type: none"> <li>• Sit back in the chair and adjust posture</li> <li>• Sit close to the desk and keep your back supported by the backrest at all times</li> <li>• Raise or lower the chair backrest</li> </ul>
4. Document holder and monitor of equal distance from eyes	<ul style="list-style-type: none"> <li>• Adjust monitor and/or document holder distance</li> </ul>
5. Document holder and monitor are at the same height	<ul style="list-style-type: none"> <li>• Adjust monitor and/or document holder</li> <li>• Obtain different document holder</li> </ul>
6. Glare minimized	<ul style="list-style-type: none"> <li>• Tilt monitor slightly downward and adjust monitor brightness</li> <li>• Close window coverings</li> <li>• Obtain anti-glare screen or hood</li> <li>• Contact Facilities Management for lighting assessment or to decrease overhead lighting</li> </ul>

## Telephone - Preferred Setup

1. Neck centered and in neutral position	<ul style="list-style-type: none"> <li>• Adjust posture</li> <li>• Hold handset with hand (i.e., no cradling between head and shoulder)</li> <li>• Obtain headset if required</li> </ul>
2. Telephone within easy reach	<ul style="list-style-type: none"> <li>• Move telephone closer to eliminate reaching</li> </ul>

## Work & Personal Habits - Preferred Setup

1. Visual rest every 20 minutes	<ul style="list-style-type: none"> <li>• Perform eye exercises (see <a href="http://www.coreconcepts.com.sg/mcr/practice-eye-relaxation-techniques/">http://www.coreconcepts.com.sg/mcr/practice-eye-relaxation-techniques/</a>)</li> </ul>
2. Regular stretch break	<ul style="list-style-type: none"> <li>• Pace work activities and take scheduled breaks</li> <li>• Perform office exercises 4 times per shift (see provided Exercise sheet)</li> </ul>
3. Alternate tasks once per hour	<ul style="list-style-type: none"> <li>• Reorganize or modify job to add task variety</li> </ul>
4. Personal habits	<ul style="list-style-type: none"> <li>• Get adequate rest and keep fit</li> </ul>